

MASSACHUSETTS DEPARTMENT OF CORRECTION
AWARDS PROGRAM
103 DOC 229

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MASSACHUSETTS DEPARTMENT OF CORRECTION	DIVISION: COMMISSIONER
TITLE: AWARDS PROGRAM	NUMBER: 103 DOC 229

PURPOSE: To recognize those persons who perform in an exemplary manner, make significant contributions to the agency's mission and operation, or who have served the Department of Correction ("Department") faithfully and well.

REFERENCES: M.G.L. Ch. 124 Sec 1 (c) and (q)

APPLICABILITY: Staff

PUBLIC ACCESS: Yes

LOCATION: Department's Central Policy File
Each Institution's Policy Files
Commissioner's Policy File

RESPONSIBLE STAFF FOR IMPLEMENTING AND MONITORING OF POLICY:

- Commissioner
- Superintendents

EFFECTIVE DATE: 07/01/2015

CANCELLATION DATE: 103 DOC 229.00 cancels all Department policies, procedures, Commissioner's bulletins and regulations regarding the Awards Program.

SEVERABILITY CLAUSE: If any part of 103 DOC 229.00 is, for any reason, held to be in excess of the authority of the Commissioner, such decision shall not affect any other part of this policy.

229.01 Definitions

1. Annual Awards Ceremony: A ceremony held to recognize the recipients of the various Department awards.
2. Awards Selection Committee: The committee appointed by the Commissioner to review all award nominations and to recommend recipients to Executive Staff.
3. Commissioner: The Department's Chief Executive Officer.
4. Department of Correction: A Commonwealth agency, under the auspices of the Executive Office of Public Safety and Security, that is charged with the detention of those committed to the custody and control of the Commonwealth.
5. Director of Communications and Administrative Resolution: The Department's Chief Communications Officer.
6. Final Reviewing Committee: The Commissioner, the Deputy Commissioner of the Prison Division, the Deputy Commissioner of the Administrative Services Division, the Deputy Commissioner of the Reentry, Classification and Program Division, the General Counsel, and the Executive Director of Strategic Planning and Research.
7. Correctional Institution: Any building, enclosure, space, or structure used for the custody, control and rehabilitation of committed offenders and of such other persons as may be placed in custody therein in accordance with law.
8. Superintendent: A state correctional institution's Chief Administrative Officer.

229.02 Beyond Excellence Awards - Suitability, Eligibility, Categories and Nomination Process

1. Suitability:
 - a. The Beyond Excellence Awards are intended to honor individuals whose performance is exemplary and whose contributions to the Department are worthy of such

recognition during the time frame of July 1, through June 30, of the respective year.

- b. In addition, the performance and actions of the nominees should be consistent with the Department's vision and mission statements and its core values.

Department's Vision Statement to effect positive behavioral change in order to eliminate violence, victimization and recidivism. **Department's Mission Statement** to promote public safety by managing offenders while providing care and appropriate programming in preparation for successful reentry into the community. Manage - Care - Program - Prepare

Department of Correction's Core Values

Responsible, Respectful, Honest and Caring

2. Award Categories

A. Category I - Institution / Division Employee of the Year

1. Individuals selected for this award are being honored for overall consistent excellence in performance and a demonstrated commitment to professionalism.

- a. Each Superintendent shall select one (1) individual from his/her institution as Employee of the Year.
- b. The Commissioner shall select one (1) individual from Central Office as Employee of the Year. This shall include staff assigned to Central Headquarters and Central Office Divisions.

2. Nomination rules for Employee of the Year are:

- a. The nominee shall have at least two (2) years of uninterrupted service with the Department.

- b. The nominee may not be nominated by a relative, a subordinate, or himself/herself.
- c. Nominees for Central Office Employee of the Year shall be submitted to the member of Executive Staff who manages that division. Each member of Executive staff shall then submit one (1) nominee to the Commissioner from his/her division for Employee of the Year.
- d. The nomination shall be submitted on the proper nomination form (see Attachment B) by June 30, to the Awards Selection Committee.

B. Category II - Professional Excellence

1. Individuals selected for this award are being honored for professional excellence in the subgroups described below. Please refer to Attachment A Award Category, to determine which subgroup the employees fall under.

- a. Administrator - this award recognizes on the job excellence among managers who exhibit exemplary managerial and supervisory skills and who have made significant contributions within the scope of their responsibilities or who have shown excellence in leadership.
- b. Care and Custody - this award recognizes individuals who exemplify the highest standards of professionalism in the care and custody of the inmate population. Nominees selected have demonstrated superior knowledge of corrections or have contributed significantly to the operation of their facility/division.
- c. Contract Health Care - this award recognizes individuals who exemplify the highest standards of professionalism in the provision of medical or mental health care to the inmate population. Nominees have

demonstrated outstanding performance and knowledge of correctional health care with particular emphasis on responsiveness to facility needs.

- d. Contract Other - this award recognizes significant contributions to a program or operation area within the Department. Nominees have demonstrated outstanding performance with particular emphasis on responsiveness to institution/division needs.
- e. Office Clerical - this award recognizes office clerical personnel who have performed their duties throughout the year in a consistently superior manner. Nominees have demonstrated such traits as exceptional organizational skills, initiative, innovativeness, flexibility, or excellent interpersonal skills, which improved the quality/quantity of work or the climate of the work unit.
- f. Support Services - this award recognizes employees who have made specific contributions to the effectiveness and efficiency of the operation of an institution or division through innovative ideas, vigorous and industrious effort, providing an exemplary role model to other employees or other related contributions.
- g. Technical/Maintenance - this award recognizes individuals for outstanding, consistent performance in their specialized areas of technical expertise. Nominees selected have demonstrated outstanding technical knowledge, excellent work and interpersonal skills, and have made significant contributions to their respective areas.

- h. Volunteer - this award recognizes significant contributions as a volunteer in an approved Department program. Nominees selected have demonstrated outstanding performance with particular emphasis on reintegrating the offender into the community by helping establish and maintain community ties.
- i. Specialized Services - this award recognizes employees who have made specific contributions to the effectiveness and efficiency of the operation of specialized divisions through innovative ideas, vigorous and industrious effort, or by providing an exemplary role model to other employees or other related contributions.

2. Nomination Rules for Professional Excellence are:

- a. Nominations may be submitted for individuals or groups.
- b. The nominee shall have at least two (2) years of uninterrupted Department service.
- c. The nominee may not be nominated by a relative, a subordinate, or himself/herself.
- d. The superintendent/Executive Staff shall review nominations submitted by his/her/their staff and may submit one (1) nominee per one-hundred (100) individuals in each Category II subgroup, a-h.
- e. The nomination is to be submitted on the proper form (see Attachment B) to the Awards Selection Committee by June 30.

C. Category III - Special Recognition

1. Individuals selected for this award are being honored for acts that merit special recognition. There are four (4) types:
 - a. Joseph Ribeiro Award of Valor - this award recognizes those employees who best exemplify the qualities of bravery and courage.
 - b. Charles Gaughan Award - this award recognizes those employees who best exemplify the spirit of humanity and compassion. Nominees have demonstrated exceptional care to those in their charge.
 - c. Commissioner's Citation - this award recognizes those employees who have developed exceptional and innovative initiatives. Such initiatives shall have made a significant contribution to the Department in areas of security, operations, programs or cost savings.
 - d. Humanitarian Award - this award recognizes those employees who made exceptional efforts that resulted in some lifesaving or heroic act beyond the scope of their duties.
2. Nomination Rules for Special Recognition Award are:
 - a. Nominations may be submitted for individuals or groups.
 - b. The nominee may not be nominated by a relative, a subordinate, or himself/herself.
 - c. The Superintendent/Executive Staff shall review nominations submitted by his/her/their staff.
 - d. The nominations are to be submitted on the proper form (See Attachment B) to the Awards Selection Committee by June 30.

D. Category IV - Distinguished Service Award

1. This award is to honor one (1) individual employed by the Department for continued professional excellence throughout his/her Department career.

2. The Nomination Rules for the Distinguished Service Award are:

- a. The nominee shall have at least fifteen (15) years of uninterrupted Department service.
- b. The nominee may not be nominated by a relative, a subordinate, or himself/herself.
- c. The superintendent/Executive Staff shall review nominations submitted by his/her/their staff.
- d. The nomination is to be submitted on the proper form (see Attachment B) to the Awards Selection Committee by June 30.
- e. One (1) individual shall be selected from all nominees received who has best-exemplified excellence throughout his/her Department career.

E. Category V - Superintendent and Deputy Superintendent of the Year

1. The superintendent and deputy superintendent selected for this award shall have shown the highest standards of professionalism, overall consistent excellence in performance of his/her duties, and outstanding leadership capabilities. The individual exhibits exemplary managerial and supervisory skills, has made significant contributions within the scope of his/her job responsibilities and has developed exceptional and innovative initiatives. In addition, this individual shall have represented both his/her institution and the Department in a positive and informative manner to internal and external representatives.

2. The nomination rules for Superintendent and Deputy Superintendent of the Year are:

- a. The nominee shall have at least two (2) years of uninterrupted Department service, and at least one (1) full year in the position for which they have been nominated to receive an award.
- b. Executive Staff or superintendents may submit nominations for Superintendent of the Year.
- c. Superintendents may submit nominations for Deputy Superintendent of the Year.
- d. The nominee may not be nominated by a relative or himself/herself.
- e. The nomination is to be submitted on the proper form (see Attachment B), to the Commissioner by June 30.
- f. One (1) individual shall be selected for each award who best exemplifies management and leadership excellence in a correctional facility.

F. Category VI - Department of Correction Employee of the Year

- 1. This award is presented to one (1) employee, chosen from the recipients of all the other award categories. This employee is recognized as the overall outstanding employee in the Department.

G. Category VII - Innovations in Public Safety Partnership Award

- 1. This award is presented to a person or federal, state or local agency or organization that, in partnership with the Department, has directly impacted the public's safety through such efforts that support the Department's vision and mission.
- 2. The nomination rules for the Innovations in Public Safety Partnership award are:

- a. Executive Staff, superintendents or division heads may submit nominations.
- b. The nominee may not be nominated by a relative, a subordinate or himself/herself.
- c. The nomination is to be submitted on the proper form (see Attachment B), to the Commissioner by June 30.

229.03 Beyond Excellence Awards Selection Process

1. The Commissioner shall appoint an Awards Selection Committee to be comprised of seven (8) members. One (1) member shall be the superintendent who received the Superintendent of the Year award for the previous year. This Superintendent shall serve as chairperson. The remaining seven (7) members shall be comprised of a staff member from each of the following ranks:
 - a) Administrator
 - b) Care and Custody
 - c) Contract/Volunteer
 - d) Office/Clerical
 - e) Support Services
 - f) Maintenance
 - g) Specialized Services
2. Once the Committee has reviewed the nominations, Executive Staff/superintendents shall not be given the opportunity to submit additional justification(s) or new nominee(s) if their nominee(s) are not selected.
3. For Category I (Employee of the Year), each superintendent shall select one (1) individual from his/her institution as Employee of the Year. The Commissioner shall select one (1) individual from Central Office as Employee of the Year.
4. The Awards Selection Committee shall convene in July and complete the following by mid-July:

- a. reviewing nominations from all categories to ensure conformity to nomination requirements and suitability and eligibility criteria;
 - b. reviewing nominations for Category II-VII and submitting a list of proposed award recipients to the Final Reviewing Committee for consideration.
 - c. recommending to the Final Reviewing Committee three (3) institutional employees of the year who along with all the other award recipients, should be considered for the Category VI (Department of Correction Employee of the Year) award.
5. For Category V, (Superintendent and Deputy Superintendent of the Year), the Final Reviewing Committee shall make the final decision on award recipients.
6. The Final Reviewing Committee shall convene to review and make final decisions on award recipients. This should be completed by the end of July.

229.04 Governor's Performance Recognition Awards - Eligibility and Nomination Process

1. This program gives formal recognition to Commonwealth employees who make meaningful contributions, which distinguish them from their peers. These special awards focus attention on consistent, positive achievements by both individuals and teams of state employees, and recognize those who demonstrate: innovation and dedication to their work, concern for the public trust and a commitment to excellence.
2. Awards are given in three (3) categories:
 - a. Commonwealth Citation for Outstanding Performance is given to Executive Branch employees of the Commonwealth who have demonstrated exemplary work performance. Giving recognition for outstanding performance is an opportunity for the Commonwealth to say thank you to its employees.

Individuals or groups of individuals can be nominated by supervisors, peers, professional colleagues or others familiar with the person's work.

- b. Eugene H. Rooney, Jr. Public Service Award was established by the Legislature to recognize employees who have demonstrated creativity and innovation in the area of human resources development and training.
- c. Manuel Carballo Governor's Award for Excellence in Public Service is the Commonwealth's highest honor for Executive Department employees. The award recognizes and honors state employees who personify excellence in public service.

3. Nomination Process

- a. Executive Department employees who have been in state service for at least two (2) years may be nominated for a Governor's Performance Recognition Award, except those employees currently holding positions to which they were appointed directly by the Governor, or employees whose appointments were subject to the formal approval of the Governor.
- b. An individual may be nominated by a supervisor, peers, professional colleagues or others familiar with the person's work. An individual may not be nominated by a relative or a subordinate, nor may a person nominate himself or herself.
- c. In citing the reasons as to why an individual or group of employees should receive a Governor's Performance Recognition Award (Attachment C), particular emphasis should be placed on one or more of the following:
 - attainment of high priority agency objective(s);
 - exceptional managerial, organizational and/or communications achievements;
 - exemplary leadership;
 - achievement of significant improvements in productivity and/or savings in agency operations.
- d. All nominations shall be signed and the nominator's relationship to the nominee(s) clearly specified.

- e. All nominations shall be submitted to the Agency Head, Cabinet Secretary, or designated Selection Committee.
- f. Both the nomination of candidates for awards and the selection of the award recipients shall be made without regard to race, color, religion, national origin, age, military status, sexual orientation, disability, genetic information, or gender.

229.05 Awards Ceremony

The Director of Communications shall be responsible for planning and coordinating the annual Beyond Excellence Awards ceremony. The ceremony shall be held in the fall. The Governor's Performance Recognition Award recipients shall also be honored during the Beyond Excellence Awards ceremony.

229.06 Institution/Division Awards Program

Each superintendent/Executive Staff member is encouraged to develop and implement his/her own employee recognition program at the institution/division level. Programs should acknowledge such qualities as longevity, perfect attendance and job proficiency, etc. Additionally, superintendents/Executive Staff are encouraged to recognize those individuals that are nominated, but not chosen as final award recipients.

ATTACHMENT A

AWARD CATEGORY II, PROFESSIONAL EXCELLENCE SUBGROUPS

SUGGESTED TITLES

Administrator - this award recognizes on the job excellence among managers who exhibit exemplary managerial and supervisory skills and who have made significant contributions within the scope of their responsibilities or who have shown excellence in leadership.

Administrator
Assistant Deputy Commissioners
Deputy Commissioner of the Administrative Services Division
Deputy Commissioner of the Prison Division
Deputy Commissioner of the Reentry, Classification and Programs Division
Directors
General Counsel

Care and Custody - this award recognizes individuals who exemplify the highest standards of professionalism in the care and custody of the inmate population. Nominees selected have demonstrated superior knowledge of corrections or have contributed significantly to the operation of their facility/division.

Captain
Correction Officer I, II, III
Correctional Program Officers AB,C, D
Office of Investigative Services
Office of Internal Affairs Unit

Contract Health Care - this award recognizes individuals who exemplify the highest standards of professionalism in the provision of medical or mental health care to the inmate population. Nominees have demonstrated outstanding performance and knowledge of correctional health care with particular emphasis on responsiveness to facility needs.

Contract Other - this award recognizes significant contributions to a program or operation area within the Department. Nominees have demonstrated outstanding performance with particular emphasis on responsiveness to institution/division needs.

Office Clerical - this award recognizes office clerical personnel who have performed their duties throughout the year in a consistently superior manner. Nominees have demonstrated such traits as exceptional organizational skills, initiative, innovativeness, flexibility, or excellent interpersonal skills, which improved the quality/quantity of work or the climate of the work unit.

Administrative Assistants I, II
Office Support Specialist I, II
Clerks III, IV, V, VI
Receptionist
Word Processing I, II

Support Services - this award recognizes employees who have made specific contributions to the effectiveness and efficiency of the operation of an institution or division through innovative ideas, vigorous and industrious effort, providing an exemplary role model to other employees or other related contributions.

Accountant I,II,III, IV, V
Central Classification Staff
Chaplain
Courier
EDP Personnel
Executive Assistant
Fiscal Staff
Food Services Staff
Personnel Staff
Program Coordinators I,II,III
Project Analyst/Manager

Maintenance Services - this award recognizes individuals for outstanding, consistent performance in their specialized areas of technical expertise. Nominees selected have demonstrated outstanding technical knowledge, excellent work and

interpersonal skills, and have made significant contributions to their respective areas.

Engineer
Industrial Instructor I,II,III
Power Plant Engineer
Steam Fireman
Storekeeper
Waste Water Treatment Plant Operator

Volunteer - this award recognizes significant contributions as a volunteer in an approved Department program. Nominees selected have demonstrated outstanding performance with particular emphasis on reintegrating the offender into the community by helping establish and maintain community ties.

All Volunteers

Specialized Services - this award recognizes employees who have made specific contributions to the effectiveness and efficiency of the operation of specialized divisions through innovative ideas, vigorous and industrious effort, or by providing an exemplary role model to other employees or other related contributions.

Education/Librarian
Legal Counsel
Research Staff
Training Staff

ATTACHMENT B

DEPARTMENT OF CORRECTION
Nomination for Department-Wide Awards

<p>Award Category and Title: _____</p> <p>Subgroup (if applicable): _____</p>								
<p>Name: _____</p> <table style="width: 100%; border: none;"><tr><td style="text-align: center; width: 25%;">Last</td><td style="text-align: center; width: 25%;">First</td><td style="text-align: center; width: 25%;">M.I.</td><td style="text-align: center; width: 25%;">Position Title</td></tr></table> <p>Institution: _____</p> <p>(If group nomination, attach a separate page with the information)</p>	Last	First	M.I.	Position Title				
Last	First	M.I.	Position Title					
<p>Nominee's Years of Services: _____</p>								
<p>The Beyond Excellence Awards are intended to honor individuals whose performance is exemplary and whose contributions to the Department of Correction are worthy of such recognition during the time frame of July 1, through June 30, of the respective year. It is imperative that the nomination letter be clear and concise and conveys the reasons why the nominee is deserving of an award.</p> <p style="text-align: center;">ATTACH JUSTIFICATION FOR AWARDS BASED UPON THE AWARD CRITERIA</p>								
<p>Nomination Submitted By:</p> <table style="width: 100%; border: none;"><tr><td style="border-bottom: 1px solid black; width: 50%;"></td><td style="border-bottom: 1px solid black; width: 50%;"></td></tr><tr><td style="text-align: center;">Name</td><td style="text-align: center;">Title</td></tr><tr><td colspan="2" style="border-bottom: 1px solid black;"></td></tr><tr><td colspan="2" style="text-align: center;">Signature</td></tr></table>			Name	Title			Signature	
Name	Title							
Signature								
<p>Superintendent/Executive Staff Member Endorsement:</p> <table style="width: 100%; border: none;"><tr><td style="border-bottom: 1px solid black; width: 50%;"></td><td style="border-bottom: 1px solid black; width: 50%;"></td></tr><tr><td style="text-align: center;">Name</td><td style="text-align: center;">Title</td></tr><tr><td colspan="2" style="border-bottom: 1px solid black;"></td></tr><tr><td colspan="2" style="text-align: center;">Signature</td></tr></table>			Name	Title			Signature	
Name	Title							
Signature								

Attachment C

Massachusetts Performance Recognition Program

***Commonwealth Citation for Outstanding Performance
Nomination Form***

.....
NOMINEE INFORMATION

Name of Nominee (s): _____

Employee ID # (s): _____

Title (s): _____

Agency/Unit: _____

.....

DESCRIPTION OF ACCOMPLISHMENTS

The names of all citation winners and a brief description of his/her accomplishment(s) will be publicly posted. The nominator's response to the first two questions will be used for this publication. Please answer the first two questions with a clear and concise statement.

1. What recent accomplishment(s) has this nominee achieved?

2. How has the nominee's accomplishment(s) impacted their co-workers, clients, work environment, agency goals, etc?

3. Are there any other specific reasons for nominating this employee?

.....

NOMINATOR INFORMATION

Name of Nominator: _____

Agency: _____

Relationship of Nominator to Nominee (s): _____

I hereby certify that I am not related to the nominee(s) and do not work for the nominee(s).

Signature of Nominator

Date

Please complete and return to the Nominee's Agency Coordinator

TO BE COMPLETED BY AGENCY COORDINATOR ONLY:

- Nominee (check one) _____ was _____ was not selected for a citation award.
- Check appropriate box: _____ individual award _____ group award _____ Carballo nominee
- Nominee entered state service as of ____/____/____

Signature of Agency PRP Coordinator

Date

Coordinator must submit a copy of this form to HRD for all Citation Award